



Recertification Requirements and Instructions

State law requires us to make sure you still qualify for Basic Health (BH). We call this “recertification.”

What do I need to do?

1. Complete, sign, and return the enclosed *Recertification Form* and *Family Income Worksheet/Reporting Form*.
2. Send copies of the following for you and your spouse, if legally married (see your *Family Income Worksheet/Reporting Form* for more information):
 - Your federal income tax return and all schedules for the most recent tax year. Do not send your e-file transmittal sheet. If you were issued a Schedule K-1 by an S corporation, partnership, trust, estate, etc., you must also send a copy of that form.
 - Proof of gross (before tax) wages for the last 30 days. This can be pay stubs or a signed letter from your employer if you do not receive pay stubs.
 - Proof of all other income. This includes, but is not limited to: unemployment insurance, social security, child support, workers' compensation, pensions, retirement, etc. This can be copies of benefit statements or letters showing gross monthly benefit.
 - Proof you live in Washington State, showing your name and the street address where you live. This can be a copy of a current utility bill, driver's license, Washington state I.D. card, etc. Your street address cannot be a post office box.

When should I send my information?

You must mail everything in time for BH to receive it before the due date listed on the *Recertification Form*. If you don't have complete information, send what you do have before the due date. Allow enough time to obtain copies of documents from other organizations.

What if I don't have a copy of my income tax return, or didn't file?

Call the IRS at 1-800-829-1040 and ask for a transcript of your 1040. If you didn't file a 1040, ask for proof you didn't file. If you are having trouble obtaining your tax documents, call us at 1-800-660-9840.

What if I am self-employed or have rental property not reported on my most recent tax return?

Complete and send a *Self-Employment or Rental Income Reporting Form*. You can download and print this form from our Web site at www.basichealth.hca.wa.gov/recert.shtml, or call 1-800-842-7712 to request one.

What will happen if I don't send these items by the due date?

You and your covered family member(s) will be disenrolled if BH does not receive any of the required documents by the due date. If we disenroll you, you cannot reenroll in BH for up to 12 months, and may have to wait for space to be available.

Do not send originals; they will not be returned. Keep copies of our forms for your records. Please include employer information on the *Recertification Form*.

Enclosures

Washington State Health Care Authority
P.O. Box 42683 • Olympia, WA 98504-2683
1-800-660-9840 • FAX 360-923-2610 • TTY 360-923-2701 or Toll-free 1-888-923-5622 • www.basichealth.hca.wa.gov